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Chief, Physical Security Division, OS

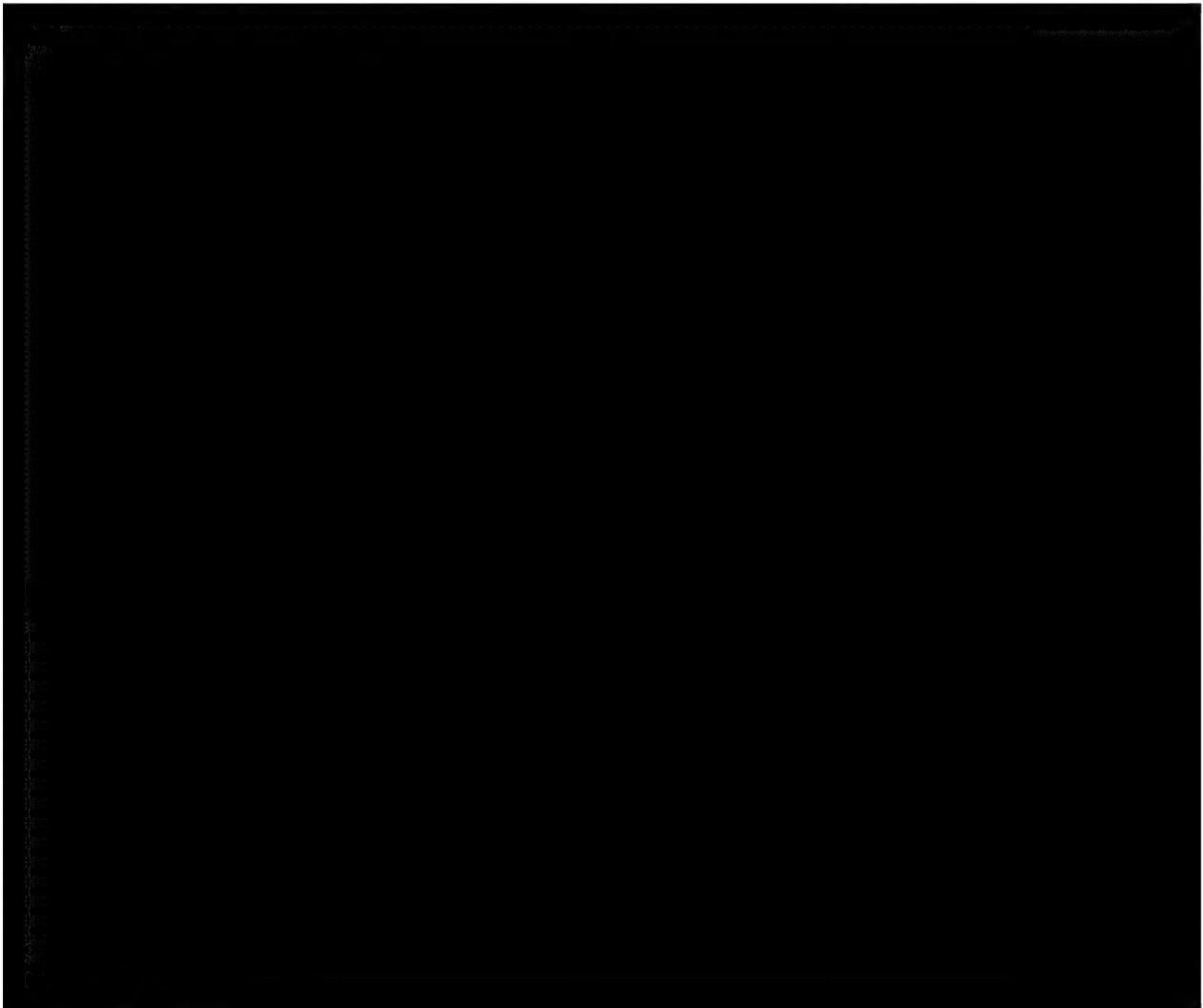
CIA Safety Officer, OS

Monthly Report - February 1961

The CIA Safety Officers completed the following activities during the subject period.

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I.



II. FLOOR LOADS

a. Made computations for and advised occupants as to the correct method of safely placing machinery, shelving and safes in the following areas:

Que Building - Reproduction Area - second floor
Quarters Eye - First floor, entire south end

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III. CORRESPONDENCE PREPARED

a. Prepared a memorandum for the Director of Security's signature to the Director of Logistics suggesting that the installation of seat belts in all 1960 and newer automobiles be procured by the Agency. It also recommended the use of seat belts in all trucks under the control of the Office of Logistics.



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IV. MEETINGS

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a. Attended a meeting with [REDACTED] to review the proposed schematic for a portable fire detection kit. The purpose of developing this kit was to provide Commo installations with the type of fire detection system that can be installed by the personnel overseas.

b. Attended several meetings with representatives of GSA- Emergency Office, Fire Marshalls Office and our own Office of Logistics to determine what measures would have to be taken at the [REDACTED] to make it safe for habitation. These meetings and inspections were held as a result of cracking in the bow string trusses throughout the Warehouse Building which could have resulted in a total roof failure.

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c. Attended several meetings with representatives of GSA, Real Estate and Construction Division, OL, the CIA Emergency Planning Officer and other components of the Agency including area safety officers and building evacuation officers to advise them as to the potential flood danger in the Washington area. They were also advised as to what steps might be taken in the event of the flood becoming a reality.

d. Meeting with a representative of the Policy Staff regarding incorporation of safety requirements into the War Plans.

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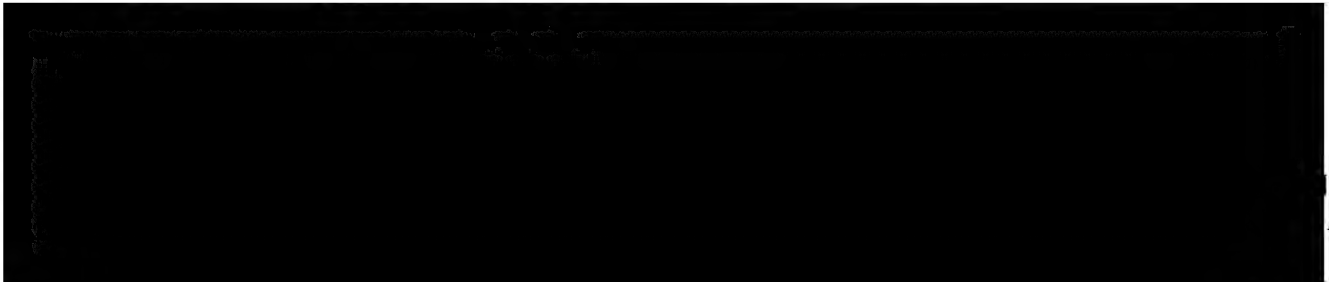
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V. DISCUSSIONS

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b. Advised the Safety Officer, M Building, of several safety hazards existing in his area which were reported by the Guard Office. The Safety Officer, M Building, stated he will take corrective action.

VI. EMPLOYEE SUGGESTION

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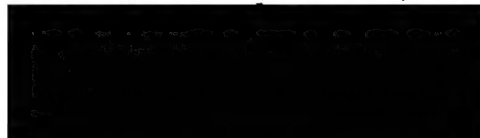
a. Discussion with [REDACTED] Management Staff and Mr. Rennie, National Capitol Parks, regarding the pedestrian hazard on Independence Avenue. A memo was prepared for the Director of Security's signature to go forward to the Chief, Management Staff, Attention: Executive Secretary, Suggestion Awards Committee, advising them that the Office of Security was unable to take any corrective action at this time since the area in question is under the jurisdiction of the National Capitol Parks and their hands are tied due to the shortage of money and man power.

VII. REVIEWED THE FOLLOWING

a. Reviewed plans and specifications for the emergency evacuation plan of Curie Hall and approved same.

VIII. SPECIAL INSPECTION

a. Made a special safety inspection of the newly FDD/00 occupied area in 1717 H Street and advised occupants as to the safety precautions required in this area, such as floor loading schemes, egress routes and etc.



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